

U.S. Department of Justice  
Office on Violence Against Women

OVW

S\*T\*O\*P\*  
Violence Against  
Indian Women  
Discretionary  
Grant Program  

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Fiscal Year 2005  
Solicitation

GMS REGISTRATION DEADLINE:  
**January 11, 2005**

APPLICATION DEADLINE:  
**January 26, 2005**

**U.S. Department of Justice  
Office on Violence Against Women**  
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Washington, DC 20531

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**S\*T\*O\*P\* Violence Against Indian Women Discretionary  
Grant Program**  
[www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm)

## **About the Office on Violence Against Women**

The Office on Violence Against Women (OVW) is a component of the U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, the Office has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

## **About the S\*T\*O\*P\* Violence Against Indian Women Discretionary Grant Program**

Research indicates that American Indians and Alaska Natives are at a significantly greater risk to become victims of violent crime than other Americans.<sup>1</sup> American Indian and Alaska Native women report significantly higher rates of intimate partner violence than women of other racial backgrounds.<sup>2</sup>

The goal of the STOP (Services, Training, Officers, and Prosecutors) Violence Against Indian Women Discretionary Grant Program (STOP VAIW Program) is to encourage tribal governments to develop and strengthen the tribal justice system's response to violence against Indian women, and to improve the services available to victims of domestic violence, sexual assault, and stalking in Indian country. OVW will award discretionary grants to support the efforts of tribal governments in achieving these goals.

## **Availability of Funds**

**The ability of OVW to make awards under the STOP Violence Against Indian Women Discretionary Grant Program in Fiscal Year 2005 is contingent upon Congressional appropriation of funds for that purpose.**

## **Award Period**

The award period for these grants is 24 months. The budget and budget narrative must reflect 24 months of project activity.

## **Award Amounts**

Applicants should carefully consider the resources needed to successfully implement the proposed project, and should present a realistic budget that accurately reflects

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<sup>1</sup>Greenfield, Lawrence, and Steven Smith, *American Indians and Crime*, Bureau of Justice Statistics, February 1999, NCJ 173386, p.v.

<sup>2</sup>Tjaden, Patricia, and Nancy Thoennes, *Extent, Nature, and Consequences of Intimate Partner Violence, Findings from the National Violence Against Women Survey*, National Institute of Justice, July 2000, NCJ 181867, p. 25

project costs. New applicants may apply for grants funds of up to \$150,000. Requests for funding from continuation applicants must be reasonable and commensurate with the number of victims to be served. Due to limited funding, it is unlikely that OVW will make continuations awards in excess of \$350,000. Grants may be made for greater or lesser amounts than requested. In addition, OVW may negotiate the scope of work with applicants prior to awarding grant.

## **Application Due Date**

Please note that final applications are due by **5:30 pm (EST) January 26, 2005, and will be accepted only through the U.S. Department of Justice's Office of Justice Programs (OJP) Online Grant Management System (GMS)**. Applicants should register online with GMS by **January 11, 2005**. It may take up to one week for you to receive confirmation that you are eligible to apply. In addition, an original hard copy must be sent to Aspen Systems Corporation via overnight delivery not later than **January 26, 2005**. We strongly recommend that you use a traceable shipping method which will allow you to confirm the delivery of your application. Applicants should retain proof of timely submission.

Please refer to the "How to Apply" section on **page 26** of this solicitation for further instructions.

## **Program Eligibility**

To be eligible for an award, applicants must:

- be a Federally-recognized tribal government or consortium of tribal governments<sup>3</sup>;
- propose project activities that fall within the scope of one or more of the statutory program purpose areas (see purpose areas listed on **pages 5-7**);
- collaborate with a non-profit, non- governmental victim services provider; and
- certify that they meet VAWA certification requirements (see **pages 1-3**).

## **Tribal Governments**

Only tribal governments are eligible to apply for grants to address violence against Indian women through this program. The term "Indian tribe" means a tribe, band, pueblo, nation or other organized group or community of Indians, including any Alaska Native village or regional or Village Corporation that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

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<sup>3</sup>Each tribe within a consortium must separately meet the statutory eligibility criteria outlined in this solicitation.

### **Tribal Consortia**

Tribes that are receiving services provided by a tribal consortium are eligible to apply for funding through this program. Any organized community of Indians, or a consortium representing several Indian tribal governments, that requests funding must submit a tribal resolution from each constituent tribal government that would participate in the activities outlined in the application.

### **Non-profit Partner**

All applicants must demonstrate their proposal was developed in consultation with a faith or community-based non-profit, non-governmental Indian victim services program, including sexual assault and domestic violence victim services providers in the tribal or local community, to the extent that they exist. This requirement can also be satisfied by demonstrating that a tribal governmental victim services agency will consult with a committee comprised of Native women from the tribal community who are survivors of domestic violence, sexual assault, or stalking in the development and implementation of the proposed project.

### **Types of Applicants**

**New Applicants** include Indian tribal governments or consortia representing tribal governments that have never before received funds through this program. New grantees are eligible to receive a grant of up to \$150,000.

**Current Grantees** include Indian tribal governments or consortia representing tribal governments that have received an award(s) through the STOP Violence Against Indian Women Program in prior fiscal years. Current grantees are eligible for continuation or supplemental funding to support on-going activities, or to enhance those activities for an extended period of time. **Continuation or supplemental funding is not guaranteed.**

**All applications will be subject to peer review and internal review by OVW staff. Those applications receiving the highest scores may be considered for funding.**

**FY 2004 Grant Award Recipients** are not eligible to apply for continuation or supplemental funding in FY 2005.

### **Program Scope**

The scope of the STOP VAIW program is defined by the following statutory purpose areas. Proposed projects must implement activities consistent with the statutory program purpose areas. Proposed projects must address at least one purpose area, but do not need to address multiple purpose areas in order to receive support.

During the OVW internal review, applications that are partially out of scope will receive up to a 25 point deduction. Applications that propose projects that are completely outside the scope of the STOP VAIW statutory purpose areas will be disqualified from funding consideration.

Tribal governments may use grant funds for the following statutory purposes:

- Training tribal law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against Indian women, including the crimes of domestic violence, sexual assault, and dating violence;
- Developing, training, or expanding units of tribal law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault and domestic violence;
- Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against Indian women, including sexual assault and domestic violence;
- Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violation of protection order, prosecutions, and convictions for violent crimes against Indian women, including sexual assault and domestic violence;
- Developing, enlarging, or strengthening victim services programs, including; sexual assault, domestic violence, and dating violence programs, developing or improving the delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against Indian women, including crimes of sexual assault, domestic violence and dating violence;
- Developing, enlarging, or strengthening programs addressing stalking;
- Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault and domestic violence;
- Training sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
- Supporting formal and informal multi-disciplinary, cross jurisdictional efforts to coordinate the response of law enforcement agencies, prosecutors, courts, victim services agencies, and other agencies and departments, to violent crimes against Indian women, including the crimes of sexual assault, domestic

violence, and dating violence;

- Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals; and
- Providing assistance to victims of domestic violence and sexual assault in immigration matters.

### **Coordinated Community Response**

A coordinated community response can be achieved only when all of the partners on the project enter into a formal collaboration. Successful collaboration requires comprehensive planning and well-defined channels of communication at all levels and across disciplines. Active participation and collaboration among the tribal government, faith or community based non-profit, non-governmental victim services providers, as well as law enforcement authorities, prosecution, and the judiciary is critical in developing a comprehensive response to the needs of Indian victims of violence against women.

In prior fiscal years, applicants for STOP VAW Program funding were required to allocate grant funds among these groups using a prescribed formula. **Please note that applicants are not required to allocate grant funds as specified in 42 U.S.C. §3796gg-1(c)(3).**

The development of a coordinated community response to violence against Indian women in the tribal communities that receive funding through this program, however, is still one of the basic tenets of the STOP VAW Program. Therefore, even though applicants will no longer be required to adhere to the allocation formula that was used in prior fiscal years, applicants will still be required to demonstrate that, at a minimum, the following groups will actively participate in the development and implementation of the proposed project:

- Non-profit, non-governmental victim services agencies
- Tribal Law Enforcement
- Tribal Prosecution
- Tribal Courts

Representatives from each group should be given an opportunity to participate in the project and should act as partners in developing and operating the project. Funding

allocated to support the activities of each project partner should be reasonable and consistent with the effort required to fulfill the partner's duties and responsibilities in the proposed project.

The project narrative, Memorandum of Understanding, and budget will be reviewed and scored based in part on the applicant's efforts to develop a coordinated community response. Applications that do not include participation from representatives from each of the four groups outlined above, or that show gross inequities in the level of funding allocated to support the activities of the project partners may receive a reduced score.

OVW understands that some tribal communities, for a variety of reasons, lack the criminal justice system infrastructure found in non-tribal communities. Applicants that do not operate **tribal** law enforcement agencies, prosecution offices, or court systems should make note of this in the project narrative portion of their applications. Such applicants should detail their efforts to involve the criminal justice system (Federal, State, or local) in the tribal government's plan to ensure victim safety and offender accountability.<sup>4</sup>

### **Collaboration**

The Program requires tribal applicants to develop a coordinated partnership among the tribal, Federal, State, and local components of the justice system responsible for handling domestic violence, sexual assault, and stalking cases, and a non-profit, non-governmental victim services agencies in the community that will be served by the grant award.

This requirement may be satisfied in one of two ways:

1. A tribal government may submit a letter of support from a faith or community based non-profit, non-governmental victim services agency that provides services to Native women who are survivors of domestic violence, sexual assault, or stalking. The letter should detail the agency's role in developing the grant application; or
2. If there is not a qualified faith or community based non-profit, non-governmental victim services agency, then the tribal government's own victim services agency should work to develop an advisory committee of Native women from the community to be served who are survivors of domestic violence, sexual assault, or stalking. The members of the advisory committee should be consulted in the development and implementation of the proposed project and should submit a letter of support on behalf of the tribe's application for funding.

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<sup>4</sup>OVW encourages tribal governments to build collaborative relationships with Federal, State, and local courts and criminal justice agencies in order to ensure the safety of Native victims of violence against women, and to ensure that their offenders are held accountable for their crimes.



A letter of support from either the tribe's non-profit, non-governmental faith or community based victim services agency partner or an advisory committee comprised of Native women from the community to be served by the project should be submitted to OVW by fax at 202/354-4147. Be sure to write the application number on the letter and fax cover sheet. A copy of the letter of support should also be included in the hard copy of the application that will be mailed to Aspen Systems Corporation.

### **Unallowable Costs**

Grant funds may not be used to:

- Support projects that do not enhance victim safety or do not address violence against Indian women;
- Pay for forensic medical examinations for victims of sexual assault;
- Reimburse victims for out-of-pocket costs for forensic medical examinations;
- Replace funds that the tribal government is already obligated or funded to pay;
- Support juvenile justice or delinquency prevention programs;
- Support community education initiatives, including public service announcements, billboards, or other similar media;
- Develop a school-based curriculum on family violence; or
- Support chemical dependency or alcohol abuse programs that are not an integral part of batterer intervention programs.

### **Activities that May Compromise Victim Safety**

Ensuring victim safety is the guiding principle underlying this Program. Experience has shown that certain practices compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety and holding perpetrators accountable for their criminal conduct, applicants are prohibited from proposing projects that include any activities that may compromise victim safety such as the following:

- Offering perpetrators the option of entering pre-trial diversion programs;
- Mediation or counseling for couples as a systemic response to domestic violence;
- Batterer intervention programs that do not use the power of the criminal justice

system to hold batterers accountable for their behavior; and

- Procedures that would force victims of domestic violence, sexual assault, or stalking to testify against their abusers or impose other sanctions on them.

## **Review Process**

All applications will be subject to internal review by OVW staff and peer review and will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below for the initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are sent to peer review, only those sections of the application that are within scope will be reviewed.** Criteria for the initial internal review follow:

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see **pages 5-7**);
- Whether all statutory eligibility criteria are met (see **page 4**);
- Whether the certification requirements for the program are met (see **pages 21-23**);
- Whether the application proposes significant activities that may compromise victim safety (see **pages 8-9**);
- Whether the proposed budget is within the established limits (see **page 16-19**).

In addition, applications for continuation funding will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities. (See **pages 12-13** for further details on criteria for this review.)

OVW will establish panels of experts and practitioners to review applications. All applications will be reviewed by panels of experts on domestic violence, stalking, and sexual assault in the Native American community. Each panel will review the information provided in the application against the selection criteria for the program. Following peer review, a second internal review will consider the geographic distribution of the applications for a national and statewide perspective, the ratio of population to services, the existence of underserved communities, and the type of projects already funded within an applicant's state or community. The total points possible for an application are 100 (65 points for Narrative, 15 points for Budget, and 20 points for the MOU). Applications with the highest composite scores will be eligible to receive funds available for this grant program.

## **Application Content**

Applicants must complete each of the following sections as part of their proposals.

**Applicants will not be contacted for missing sections or incomplete information. OVW may remove the application from consideration prior to peer review if the application is incomplete.** For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. Please be sure to number each page of the application. Please note that incomplete applications may not be considered for funding. Peer reviewers will not receive materials submitted beyond those required by this solicitation.

Applicants must use the following page format requirements:

Double spaced

8 ½ x 11 inch paper

One inch margins

Type no smaller than 12 point, Times New Roman font

No more than one page each for Summary Data Sheet and Abstract

No more than 5 pages for Status of the Project (if applicable)

No more than 20 pages for the Project Narrative

Peer reviewers will not review applications exceeding the page limits, or their equivalent.

### **DUNS Number**

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. **The DUNS number will be entered into GMS by the applicant. An application will not be considered complete until a valid DUNS number is provided by the applicant.** Individual persons who receive a grant or cooperative agreement from the Federal government are exempt from this requirement.

Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.

If you have any questions about the DUNS number requirement, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

### **Application for Federal Assistance (SF-424)**

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this program is **16.587** (block 10). The cognizant Federal audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact is filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or non-governmental private entity

applying. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

### **Summary Data Sheet**

Please identify the following:

- The name of the tribal government or consortium of tribal governments applying for funding;
- The faith or community based nonprofit, nongovernmental victim services program collaborating on this project (if applicable);
- Whether this is a new or continuation application;
- Whether or not this project is a tribal consortium project, and if it is, the tribes served by the consortium;
- The population and square mileage of region to be served; and
- The STOP Violence Against Indian Women Discretionary Grant Program statutory Purpose Area(s) addressed by this proposal.

### **Abstract/Proposal Summary:**

The proposal abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project. It should concisely describe the goals and objectives of the proposed project. Current grantees should not include summaries of past accomplishments in the abstract.

### **Status of the Current Project: Applicants for continuation funding only**

**This section will be used for internal review only. The application may receive a deduction in points based on the criteria listed below.** This section should be provided on a separate page. State what has been accomplished with previous funding under the STOP Violence Against Indian Woman Discretionary Grant Program, including the following:

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project;
- The status of any project products; and
- Any unanticipated obstacles to project implementation.

This section should be as clear and succinct as possible.

Current projects will be rated by OVW using the following criteria:

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal;
- Whether the grantee has demonstrated that past activities supported with STOP VAW funds have been limited to program Purpose Areas;
- Whether the grantee has complied with all special conditions of its existing grant award from the Department of Justice;
- Whether the grantee has adhered to programmatic and financial reporting requirements;
- Whether the grantee has completed the project goals, objectives, and products according to the approved time line;
- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- Whether the grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Whether the grantee has received financial clearances on all current grants from DOJ;
- Whether the grantee has complied with the Office of Management and Budget audit requirement.

**Project Narrative:**

The narrative should include the following (totaling 65 points):

**Need for the Project: 10 points**

Applicants should briefly describe relevant historical information relating to the tribe(s) that will be served by the proposed project. The information provided must include:

- The land base within the jurisdiction of the tribe(s);
- The potential number of tribal and non-tribal women who may be served by the project;
- Demographic characteristics of the tribe(s) to be served; and
- Specific problems that the tribal government faces with respect to domestic violence, sexual assault, or stalking, including current arrest rates, if available.

**What Will be Done: 40 points**

This information should identify:

- Why the project is necessary and how the proposed activities would enhance the tribe's efforts to address domestic violence, sexual assault, and stalking;
- A detailed action plan that outlines the project goals and activities, a time line, and identification of lead agencies;
- The individuals and agencies collaborating on the project;
- The staffing needs, identification of the responsibilities of each proposed staff position, and the qualifications required of key staff managing the project. **Particular emphasis should be placed on highlighting the staff's training and experience in addressing domestic violence, sexual assault, and/or stalking;** and
- Whether the application is submitted on behalf of a tribal consortium, and if so, the roles and responsibilities of each member tribe, including which tribe will be fiscally and programmatically responsible for the grant. Resolutions demonstrating support for the project(s) from the member tribes must be submitted with the application as an attachment.

This section will be evaluated according to the following criteria:

- The extent to which the proposed project activities are consistent with one or more the statutory program Purpose Areas (see **pages 5-7**)
- The extent to which proposed activities address the need described;
- The extent to which project activities are clearly described and reflect sound strategies to increase victim safety, offender accountability, and tribal coordination;
- The extent to which the application identifies the roles of each partner, organization, and key staff member; and
- The extent to which the proposal does not include activities that compromise victim safety.

#### **Who Will Implement the Project: 10 points**

In this section, applicants should address their plans to develop or institute a coordinated community response to violence against Indian women in which representatives from the following categories enter into a collaborative partnership: faith or community based non-profit, non-governmental victim services agencies; tribal law enforcement authorities; tribal prosecution; and tribal courts. The plan for the coordinated community response should include information about the following categories:

- Victim Services
- Law Enforcement
- Prosecution

- Courts

Applicants should provide details about whether or not:

- The tribal community has established or will establish a standing coordinating council to address issues of domestic violence, sexual assault, and stalking;
- Representatives from the four STOP categories listed above are part of the coordinating council, as well as whether or not coordinating council membership is comprised of high level decision-makers or line staff from participating agencies;
- Survivors of domestic violence, sexual assault, or stalking or advocates with significant training or work experience in providing services to Indian victims of domestic violence, sexual assault, or stalking are part of the council;
- The council has developed or will develop response protocols or policies that clearly delineate how the four categories listed above will work together to ensure victim safety and offender accountability; and
- The council has engaged, or will engage in, a ongoing review of policies and protocols in order to assess their effectiveness.

Tribal applicants that do not have tribal law enforcement agencies, prosecutors, or court systems, should clearly state so, and should use this section to highlight the efforts that have been made to address the needs of victims as they seek assistance from relevant criminal justice agencies and courts. The following are offered as examples of the type of activities that should be highlighted in this section:

- A tribe that does not have its own court system, but which operates a court watch program in the state or local court system or which provides court accompaniment services to victims should mention these activities in this section.
- A tribe that does not have its own law enforcement agency or prosecutor's office, but which advocates on behalf of victims with Federal, state, or local law enforcement agencies or prosecutors should mention these activities.
- A tribe which does not have its own law enforcement agency, prosecutors, or courts, but which has secured the cooperation of Federal, state, or local authorities in the operation of its STOP VAW project, should use this section to discuss this relationship.

#### **Sustainability Plan: 5 points**

Because this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the STOP Violence Against Indian Women Discretionary Grant Program were no longer available.

The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long-term. **Continuation or supplemental funding is not guaranteed and**

**applicants are encouraged to seek additional means of support to sustain their current projects.**

### **Budget Detail Worksheet and Narrative: 15 Points**

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault coalitions.

The budget should clearly describe:

- The proposed amount and uses of the grant funds over the 24-month grant period;
- The proposed amount, sources, and uses of funding expenditures over the grant period;
- How the applicant's required match will be made; and
- How the specific budget item amounts were determined.

The budget and budget narrative will be evaluated based on whether or not:

- Costs are appropriate and within the statutory program purpose areas;
- Expenditures are clearly documented according to OJP requirements (see sample budget in Appendix A); and
- Proposed costs are reasonable and appropriate to complete project activities.

### **Budget Caps**

New applicants can apply for funding of no more than \$150,000. Current grantees should not apply for more than \$350,000.

OVW has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.

### **Match Requirements**

A grant made under the STOP VAIW Program may not cover more than 75% of the



total costs of the project(s) funded. For example, if a tribe is requesting \$75,000 in Federal funds, the budget must reflect an additional \$25,000 in matching contributions, for a total budget of \$100,000. The budget and budget narrative must identify the source of the 25% non-Federal portion of the budget, and provide details about how the match funds will be used. (**See Appendix A for a sample Budget Details Worksheet and Budget Narrative**). Tribal governments may satisfy this match requirement with either cash or in-kind services.

The purpose of matching funds is to augment the amount of resources available to the project from the grant funds and foster the dedication of tribal resources to the purposes of the project. The costs of activities counted as match must be directly related to the project goals and objectives, and should be included as part of any evaluation or assessment. For example, if half of a prosecutor's time is supported with grant funds, then that prosecutor must track ALL of his or her time to demonstrate that 50% of it was devoted to the grant-funded project. In-kind match must be documented in the same manner as grant-funded activities.

#### **Source of Match**

The source of the 25% non-Federal portion of the budget is governed by the statutory program purpose areas and OJP's Financial Guide. The following provisions on match apply to this requirement:

- Match cannot be derived from other Federal funds, unless those funds are appropriated by the Congress for the activities of any agency of an Indian tribal government or of the Bureau of Indian Affairs performing law enforcement functions on any Indian lands (42 USC §3796gg-1(g)).
- Under the statute, the grantee of program funds is required to meet this match requirement. However, at its discretion, a grantee may require some or all of its sub grantees to meet the match requirement in whole or in part.
- Funds contributed from private sources of state and local governments may be a source of match.

#### **In-kind Match**

In-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professional and technical personnel and other skilled or unskilled labor, if the services provided are an integral and necessary part of a funded project. The value placed on donated or loaned equipment may not exceed the fair market value. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented and, to the extent feasible, supported by the same valuation methods used by the recipient organization for its own employees. The value of donated space may not exceed the fair rental value of

comparable space, as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. The basis for determining the value of personal services, materials, equipment, and space must be documented.

The following are offered as examples of possible sources of match for this program:

- If the tribe provides office space for the project, then the cost of utilities, insurance, security, janitorial services and the like may be used as in-kind match to the extent that they are not being paid for out of grant funds, or included in the indirect costs pool. If the office space is donated by an outside source, the rental value of the space may also be used as match.
- If the tribe provides a vehicle to the project that will be used, for example, to transport clients to shelter, then the cost of the vehicle maintenance and upkeep may be used as match to the extent that they are not paid for from grant funds, or included in the indirect costs pool.
- The salaries of employees of the tribe who are working on grant-related activities, but who are not paid from grant funds, may be used as match. For example, the portion of time that tribal law enforcement officers and prosecutors spend on domestic violence, sexual assault, or stalking cases may be used as match to the extent that they are not paid by grant funds.
- If the project has an advisory or coordinating council, and the members are not compensated for their time with grant funds, then the time spent by the council members working on the project may be used as match. Any other volunteers working on the project, such as volunteers answering a hotline or accompanying victims to court, also may be used as match.
- Other donated tangible goods may be used as match. For example, a program may receive donations of used clothing, the reasonable value of which may be used as match. A funded shelter may also solicit donations of food items or toiletries from both individuals and businesses that may then be used as match.

**Applicants are not required to allocate grant funds as specified in 42 U.S.C. §3796gg-1(c)(3). Applicants should not submit a fund allocation chart.**

#### **Budget requirements**

The following is a short list of budget guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day because they require prior approval from the Director of the Office on Violence Against Women.
- All applicants other than Alaska Native governments **are required** to allocate \$10,000 to support travel costs associated with technical assistance and

capacity-building activities sponsored by OVW-designated technical assistance providers. Alaska Native governments must allocate \$15,000 for the purposes of participating in these events. Applications selected for funding which do not include the entire recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. This required amount must be included in the “travel” category. Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. Travel funds should be used to support travel by all partners, including nonprofit, nongovernmental victim services providers.

- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by OJP’s Office of the Comptroller. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at [www.ojp.usdoj.gov/oc/fmts.htm](http://www.ojp.usdoj.gov/oc/fmts.htm).

A Sample Budget Detail Worksheet is included in **Appendix A** of this solicitation. The budget and budget narrative should be submitted online as one attachment under “Budget Narrative.” When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

### **Memorandum of Understanding: 20 Points**

All applications must include a Memorandum of Understanding (MOU) created and signed by the chief executive officers of all project partners (tribal and non-tribal), including criminal justice agencies and victim services programs (or victims in the tribal community) that will collaborate to plan, develop, and implement the project.

The MOU must include current signatures and dates and should outline:

- The history of the collaborative relationship among the partners, including how the relationship began and when each partner entered the relationship;
- The roles and responsibilities of each participating agency in the development and implementation of the proposal, including what resources each will contribute to the project; and
- The names and titles of specific agency representatives who will work as a team to jointly plan, develop, and implement project activities.

**A letter of support may not be submitted in lieu of the MOU.**

The MOU should be submitted by fax to OVW at 202/354-4147. Please be sure to write

the GMS application number and the name of the applicant on the fax cover sheet and on the top of each page of the MOU.

**Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)**

Review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt of an application received through GMS.

NOTE: If the authorizing official is not the individual submitting the application via GMS, be sure the correct authorizing official information has been entered.

**Anti-Lobbying Act**

In 2002, the Anti-Lobbying Act, 18 U.S.C. § 1913, was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications.

However, in the interest of full disclosure, all applicants must understand that no federally-appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval of OVW. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

**Certification of Nonsupplanting**

Applicants must submit a letter to OVW's Director, Diane M. Stuart, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. This letter must be faxed to **(202) 354-4147** or electronically scanned and submitted as an attachment via GMS. Please refer to Appendix C for a sample letter.

**Indirect Cost Rate Agreement**

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement.

**Additional Program Requirements**

**Certification of Eligibility**

Tribal governments must certify compliance with the statutory requirements of the VAWA, which require tribal governments or another governmental entity to incur all out-of-pocket costs of forensic medical examinations for sexual assault victims and certify that victims do not bear costs for criminal charges and protection orders.

### **Forensic Medical Examination Payment Requirement for Victims of Sexual Assault**

An Indian tribal government is in compliance with the forensic medical examination payment requirement if the tribal government or other governmental entity incurs the full out-of-pocket costs of forensic medical examinations for victims of sexual assault. Full out-of-pocket costs means any expense that may be charged to a victim in connection with a forensic medical examination for the purpose of gathering evidence of a sexual assault (e.g., the full cost of the examination, an insurance deductible, or a fee established by the facility conducting the examination). For individuals covered by insurance, full out-of-pocket costs means any costs that the insurer does not pay. A tribal government or other governmental entity shall be deemed to incur the full out-of-pocket cost if any governmental entity:

1. Provides such examinations to victims free of charge to the victim;
2. Arranges for victims to obtain such examinations free of charge to the victim; or
3. Reimburses victims for the cost of the examinations if:
  - the reimbursement covers the full out-of-pocket costs of such examinations, without any deductible requirement or maximum limit on the amount of reimbursement;
  - the reimbursing governmental entity permits victims to apply for reimbursement for not less than one year for the date of the examination;
  - the reimbursing governmental entity provides reimbursement to the victim no later than 90 days after written notification of the victim's expenses; and
  - the reimbursing governmental entity provides information at the time of the examination to all victims, including victims with limited or no English proficiency, regarding how to obtain reimbursement.

### **Costs for Criminal Charges and Protection Orders**

Additionally, a tribal government must certify that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, sexual assault, or stalking, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the tribal jurisdiction. New applicants who are not in compliance with this provision must assure the Attorney General that their laws, policies, and practices will be brought into compliance with the terms of this provision prior to the end of the next tribal legislative session.

In order to demonstrate compliance with the requirements regarding the payment of forensic examination fees and the costs of filing criminal charges and protection orders, applicants must submit a letter certifying compliance with these conditions. **Please refer to Appendix B for a sample letter of certification.** An authorized official from the tribal government must sign and date the letter. Write the GMS application number on the letter, along with STOP Violence Against Indian Women Program, and fax it to 202/354-4147.

### **Technical Assistance**

OVW will offer grantees a range of technical assistance and training opportunities to help them implement successful projects. Accordingly, applicants must allocate \$10,000 for the purpose of attending training events sponsored by OVW. Alaska Native governments must allocate \$15,000 for the purpose of participating in these events. The mandatory travel costs must be broken down into air travel, lodging, and per diem.

**New applicants must allocate \$1,000 for at least one person to attend the OJP Financial Management Training seminar**

### **Performance Measurement**

There are two statutory requirements that require OVW grantees to collect and maintain data that measures the effectiveness of the funded projects. First, the Government Performance and Results Act of 1993 (GPRA) requires agencies to report on the results of government programs and activities. Second, the Violence Against Women Act of 2000 mandates that all OVW grant recipients report on the effectiveness of their programs. To address these statutory requirements, OVW has developed a(n) STOP Violence Against Indian Woman Grant Program semi-annual Progress Report that requests specific data on grantee activities. Information that grantees must collect for this progress report includes:

- The number of persons served;
- The number of persons seeking services who could not be served;
- The number and percentage of arrests relative to the number of police responses to domestic violence incidents; and
- A statistical summary of persons served, detailing the nature of the victimization, and providing data on age, sex, and relationship of victim to offender, geographic distribution, race, ethnicity, language, and disability, and membership of the person served in any underserved population.

### **Reporting Requirements**

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend \$500,000 or more in Federal funds during their fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

### **OJP Financial Guide**

All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Response Center (1-800-421-6770) and also through the OJP web page: <http://www.ojp.usdoj.gov/FinGuide>.

### **Suspension or Termination of Funding**

OVW may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient who has failed to comply substantially with the following:

- The requirements of VAWA and statutory objectives of STOP Violence Against Indian Women Grant Program;
- Timely submission of quarterly Financial Status Reports;
- Timely submission of semi-annual Progress Reports;
- The regulations and/or guidelines issued for the STOP Violence Against Indian Women Grant Program and any other regulations applicable to OVW grantees; or
- The application submitted in accordance with the provisions of VAWA or any other applicable federal Act.

OVW will provide reasonable notice of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in the Department of Justice regulations at 28 CFR Part 18. References to the Office of Justice Programs and its components are deemed to refer to the Office on Violence Against Women. The responsible agency official, as defined by 28 CFR § 18.3(h), is the director, Office on Violence Against Women.

### **Single Point of Contact Review**

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC) if one exists, and if this program has been selected for review by the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs can be found at:

<http://www.whitehouse.gov/omb/grants/spoc.html>.

### **Faith-Based Organizations**

Consistent with President Bush's Executive Order 13279, December 12, 2002, and 28 CFR Part 38 and 28 CFR part 90.3, it is OVW policy that faith-based and community organizations that statutorily qualify as eligible applicants under OVW programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as other eligible

applicants and, if they receive assistance awards, will be treated on an equal basis with non faith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

### **Civil Rights Compliance**

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of OJP. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

### **Services to Limited-English-Proficient (LEP) Persons:**

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary.

Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov) or by contacting the Office of Justice Program's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

Office for Civil Rights  
Office of Justice Programs  
U.S. Department of Justice  
810 7th Street, N.W., 8th Floor  
Washington, DC 20531

### **How To Apply**

Applicants must submit a fully executed application to OVW through the **Grant Management System (GMS)**, including all required supporting documentation. **Faxed applications will not be accepted. However, certain supporting documentation may be submitted to GMS via fax as described below.** Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), PDF files, (.pdf), or Text Documents (.txt). (Please refer to **Appendix D**, the Step-by-Step Guide to OJP's Grants Management System.)



The following documents must be submitted via GMS:

- the SF-424;
- Certifications and Assurances;
- the project abstract and project narrative; and
- the budget, budget summary, and budget narrative.

Supporting documentation can be submitted either via fax to (202) 354-4147 or electronically through GMS, and can include:

- Memorandum of Understanding
- Letter of Support from Victim Service Provider or Advisory Council member
- Letter of Certification of Compliance with Statutory Requirements
- Certification of nonsupplanting
- Consortium Only: Tribal resolutions from member tribes
- Current Federally-approved Indirect Cost Rate Agreement
- Position descriptions and resumes

**Note: The Catalog of Federal Domestic Assistance number for the STOP Violence Against Indian Women Grant Program is 16.587.**

**The application number must be included on the cover page of all faxes.** Detailed instructions on how to use the GMS system to submit your application online are included in **Appendix D** and are available at OVW's web page, [www.ojp.usdoj.gov/vawo](http://www.ojp.usdoj.gov/vawo). Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

Additionally, to help expedite the peer review process, **applicants must send via overnight delivery a hard-copy original of the application, postmarked by January 26, 2005 to:**

**STOP Violence Against Indian Women Grant Program  
Aspen Systems Corporation  
Mail Stop 2K  
2277 Research Boulevard  
Rockville, MD 20850**

#### **Application Due Date**

Applications must be electronically received by the close of business (5:30 p.m. EST) on **January 26, 2005**. The application attachments (e.g., MOU, Letter of Non-Supplanting, etc.) that may be faxed to (202) 354-4147 or submitted through GMS as attachments must also be received by 5:30 p.m. EST on **January 26, 2005**. The hard

copy original must be sent to OVW via overnight delivery not later than **January 26, 2005**. Applicants should retain proof of timely submission.

We recommend that you register through GMS at least two weeks before the application due date, or no later than **January 11, 2005**. All applicants must receive confirmation of eligibility that they are eligible to submit an application through GMS prior to completing the application submission process.

**For additional information, please contact the Office on Violence Against Women at (202) 307-6026.**

## **Appendix A Sample Budget**

### Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

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**Please Note: The following budget is an example intended to assist you in preparing your application budget.**

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**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Kristen Lee, Program Coordinator	\$ 45,000/yr. x 100% x 2 years	\$ 90,000
Linda Smith, Investigator	\$ 23,500/yr. x 50% x 2 years	\$ 23,500
	\$ 23,500/yr. x 50% x 2 years	\$ 23,500 (Match)
Dave Thomas, Prosecutor	\$ 28/hr. x 2 hrs./month x 24 months	\$ 1,344 (Match)
Sarah Jones, Court Administrator	\$ 20/hr. x 2 hrs./month x 24 months	\$ 960 (Match)

Kristen Lee will coordinate the tribe's STOP VAIW project by organizing regular STOP team meetings between all partner organizations, ensuring compliance with program requirements, and serving as the central point of contact for all project activities.

Linda Smith is an investigator with the tribal law enforcement agency. She will dedicate 100% of her time to investigating cases of domestic violence, sexual assault, and stalking that occur on tribal lands. The tribe is requesting 50% Federal funding for her position, and will provide the other half of her position as part of the required 25% match.

Dave Thomas is our Tribal Prosecutor and Sarah Jones is our Tribal Court Administrator. Along with Kristen Lee and Linda Smith, both are members of our Coordinated Community Response Team. The team meets once a month for two hours. The value of the time that Dave Thomas and Sarah Jones spend in meetings is offered by the Tribe as part of the required match for this award. Their salaries are paid from Tribal funds, and their hourly pay is based on their annual salaries- \$58,240 for Dave Thomas, and \$41,600 for Sarah Jones.

**TOTAL \$ 139,304**

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula.

Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<b>Name/Position</b>	<b>Computation</b>	<b>Cost</b>
Kristen Lee, Program Coordinator		
Employer's FICA	\$90,000 x 7.65%	\$6,885
Health Insurance	\$90,000 x 6.12%	\$5,510
Workmen's Compensation	\$90,000 x 1%	\$ 900
Unemployment Compensation	\$90,000 x .5%	\$ 450
Linda Smith, Investigator		
Employer's FICA	\$23,500 x 7.65%	\$1,798
Health Insurance	\$23,500 x 6.12%	\$1,439
Workmen's Compensation	\$23,500 x 1%	\$ 235
Unemployment Compensation	\$23,500 x .5%	\$ 118
TOTAL		\$20,925
<b>Total Personnel &amp; Fringe Benefits</b>		<b><u>\$160,229</u></b>

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<b>Purpose of Travel</b>	<b>Location</b>	<b>Item</b>	<b>Computation</b>	<b>Cost</b>
OVW Mandated				
Technical Assistance	TBD	Airfare	\$ 525 (avg.) x 5 people x 2 trips	\$ 5,250
		Lodging	\$ 75 (avg.) x 5 people x 2 trips	\$ 3,000
		Per diem	\$ 35 (avg.) x 5 people x 2 trips	\$ 1,750

The number of nights/days should be included with the lodging and per diem computation (lodging: 4 nights; Per diem: 5 days)

The \$10,000 in OVW mandated technical assistance and training funds has been allocated in accordance with program guidelines. The sites of the training sessions is unknown at this time. Travel estimates are based upon the tribe's formal written travel policy.

Alaska Native American Tribal governments are mandated to allocate \$15,000 for technical assistance and training.

**TOTAL \$10,000**

**D. Equipment** - List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included either in the "Supplies" category or "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
(2) Video Cameras	\$ 516.50 each x 2	\$1,033 (Match)

The video cameras will be used during the interviews of alleged offenders, as well as to record witness testimony in preparation for trial in cases of domestic violence, sexual assault, and stalking.

**TOTAL \$1,033**

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Office supplies (paper, typewriter ribbon, pens, etc.)	\$ 100/month x 24 months	\$ 2,400 (Match)
Postage	\$ 20/month x 24 months	\$ 480 (Match)
25 Battered Women's Kits	\$ 25/kit x 50 kits	\$ 1,250 (Match)

Office supplies and postage are needed for the general operation of the program. The Battered Women's kits will be provided to victims who seek assistance from the shelter program. The kits contain toiletries and other necessities. The estimated cost is based on previous kit prices from other STOP VAIW programs. We estimate that at least 50 kits will be needed.

**TOTAL \$4,130**

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
		<b>TOTAL <u>\$0</u></b>

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily

fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<b>Name of Consultant</b>	<b>Service Provided</b>	<b>Computation</b>	<b>Cost</b>
Joann Cox	Sexual Assault Training	\$ 450/day x 3 days	\$1,350 (Match)

Joann Cox will provide a three-day on-site training on sexual assault and related issues to tribal leaders, law enforcement, prosecution, court personnel, and medical and social services personnel. The training will focus on the challenges of providing support and advocacy services to Indian victims of sexual assault, dating violence, and stalking.

**Subtotal \$1,350**

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.).

<b>Item</b>	<b>Location</b>	<b>Computation</b>	<b>Cost</b>
Airfare	Tribe's Reservation	\$ 505	\$ 505 (Match)
Lodging	Local Hotel	\$ 50/night x 2 nights	\$ 100 (Match)
Per diem	Local Area	\$ 32/day x 3 days	\$ 96 (Match)

The tribe is offering to pay Joann Cox's travel expenses, including airfare, lodging, and per diem as part of the required match for this award.

**Subtotal \$701**

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<b>Item</b>	<b>Computation</b>	<b>Cost</b>
Cell Phone Service	\$ 42/month x 24 months	\$ 1,008 (Match)

The Shelter Advocates will share a cellular phone so that they may be contacted 24 hours/day, 7 days a week to provide emergency services and transportation to victims in need.

**Subtotal \$1,008**

**TOTAL \$3,059 (Match)**

**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
Sexual Assault Training Manual	\$ 25/manual x 25 manuals	\$ 625 (Match)
Resource Manual	\$ 25/manual x 75 manuals	\$ 1,875 (Match)
Crisis Hotline	\$ 75/month x 24 months	\$ 1,800 (Match)
Brochures	\$ .25/brochure x 1,000 copies x 2 Titles	\$ 500 (Match)

The Sexual Assault Training manuals will be developed and produced in conjunction with the on-site training that will be provided by Joann Cox.

The Project Coordinator will develop and produce a Resource Manual for services both on and off the Reservation for victims of domestic violence, sexual assault, and stalking. Copies of the manual will be provided to all units of Tribal government and to victim services and social services agencies in the local community.

Many victims in the more geographically remote areas of the Reservation do not have long distance service, and it is a long distance call for most of them to the program office. The project will continue to operate an 800 hotline for victims. It will be staffed by volunteers on a daily basis.

The program has previously developed brochures explaining the dynamics of domestic violence and sexual assault and detailing the services offered by the program. The Tribe will cover the cost of re-producing 1,000 copies of each brochure, and is offering the cost of re-production as part of the required match for this award. Based on previous distribution patterns, it is anticipated that the program will distribute 1,000 copies of each brochure during the 24-month grant period.

**TOTAL \$4,800 (Match)**

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
9.14% of Direct Costs	(\$183,251 x 9.14%)	\$10,041
		+ \$ 6,708 (Match)
		\$16,749

The Indirect Cost Rate Agreement was approved by the Department of the Interior, the applicant's cognizant Federal agency on January 1, 2002. (A copy of the fully executed, negotiated agreement is attached).

**TOTAL \$16,749**

**Budget Summary-** When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will

support the project.

<b>Budget Category</b>	<b>Amount</b>
A. Personnel	<u>\$ 139,304</u>
B. Fringe Benefits	<u>\$ 20,925</u>
C. Travel	<u>\$ 10,000</u>
D. Equipment	<u>\$ 1,033</u>
E. Supplies	<u>\$ 4,130</u>
F. Construction	<u>\$ 0</u>
G. Consultants/Contracts	<u>\$ 3,059</u>
H. Other	<u>\$ 4,800</u>
Total Direct Costs	<u>\$ 183,251</u>
I. Indirect Costs	<u>\$ 16,749</u>
<b>TOTAL PROJECT COSTS</b>	<u><b>\$ 200,000</b></u>
<b>Federal Request</b>	<u><b>\$ 150,000</b></u>
<b>Non-Federal (Match) Amount</b>	<u><b>\$ 50,000</b></u>



## Match Calculation Worksheet

Grant awards made under the STOP Violence Against Indian Women Discretionary Grant Program may not cover more than 75% of the total costs of the project. The following example which uses the figures from the Sample Budget, is offered to illustrate the proper method of calculating the required 25% match:

**Step 1:**  $\frac{\text{Federal Amount Requested}}{75\%} = \text{Adjusted Total Project Costs}$

$$\frac{\$150,000}{.75} = \$200,000$$

**Step 2:**  $\text{Adjusted Total Project Costs} \times 25\% = \text{Required Match}$

$$\$200,000 \times .25 = \$50,000$$

**APPENDIX B**  
**SAMPLE CERTIFICATION OF COMPLIANCE**  
**WITH STATUTORY REQUIREMENTS LETTER**

**PLEASE NOTE:** Applicants should take care to ensure that the language in the letter submitted to OVW accurately reflects what is outlined in the solicitation and highlighted in the following sample letter. An incorrectly placed or missing “and” or “or,” or any other misstatements or missing language will render the letter insufficient to meet the statutory requirements, and will, therefore, make the application ineligible for funding.

## SAMPLE

### [Applicant Letterhead]

### [Date]

Diane Stuart, Director  
Office on Violence Against Women  
U.S. Department of Justice  
810 7<sup>th</sup> Street, NW  
Washington, DC 20531

Dear Ms. Stuart:

As the Authorized Representative of **[enter name of tribe, or tribal consortium]**, I submit this letter to certify to the following:

1. The funds received through this program will be used only for the statutory purposes described in 42 U.S.C. §3796gg(b);
2. **[Enter name of tribe, or tribal consortium]** or another governmental entity will incur the full out-of-pocket cost of forensic medical examinations for victims of sexual assault, and will provide such exams to victims free of charge to the victims, or will arrange for victims to receive such exams free of charge to the victims; or will reimburse victims for the cost of such examinations, without any deductible requirement or limit on the amount of reimbursement provided that (a) the reimbursement covers the full cost of such examinations; (b) the reimbursing governmental entity permits victims to apply for reimbursement for not less than one year from the date of the exam; (c) the reimbursing governmental entity provides reimbursement not later than ninety (90) days after written notification of the victim's expense; and (d) some governmental entity provides information at the time of the examination to all victims, including victims with limited or no English proficiency, regarding how to obtain reimbursement; and
3. The laws, policies, and practices of **[enter name of tribe or tribal consortium]** do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, stalking, or sexual assault, that the victim bear the costs associated with filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction.

Sincerely,

**[Name and Title of Authorized Representative]**

**APPENDIX C**  
**SAMPLE CERTIFICATION OF NONSUPPLANTING**

## SAMPLE

**[Applicant Letterhead]**

**[Date]**

Diane Stuart, Director  
Office on Violence Against Women  
U.S. Department of Justice  
810 7<sup>th</sup> Street, NW  
Washington, DC 20531

Dear Ms. Stuart:

**[Name of Tribe or Tribal Consortium]** certifies that any funds awarded through the STOP Violence Against Indian Women Discretionary Grant Program will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of combating crimes of violence against Indian women. The **[name of Tribe or Tribal Consortium]** understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and or criminal penalties.

Sincerely,

**[Name and Title of Authorized Representative]**

**APPENDIX D**  
**Quick-Start Guide to Using the OJP**  
**Online Grants Management System**

**Please Note:** It is the applicant's responsibility to notify the Office on Violence Against Women by telephone if the applicant is unable to submit the application online by 5:30 p.m. (EST) January 26, 2005.

## **Step-by-Step Guide to OJP's Grants Management System**

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.587, titled "STOP Violence Against Indian Women Discretionary Grant Program."

OJP requires that funding applications be submitted through the OJP Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Attachments submitted via GMS must be in one of the following formats: Microsoft Word document (.doc), PDF file (.pdf), or text documents (.txt).

Applicants should use all criteria and guidelines found in this program solicitation to help them prepare their grant application. Applications must be submitted to OJP electronically through GMS no later than 5:30 p.m. ET on January 26, 2005. However, to allow adequate time to register on the online system, applicants must register for this solicitation (see Step 2 below) by [Insert date].

Applicants who experience difficulties at any point in this process should call the GMS Help Desk at 1-888-549-9901 option # 3.

### **Step 1: Signing On**

Applicants who already have a GMS user ID and password should select "GMS Sign-In." Even applicants who already have a user ID will not be considered registered for the solicitation until they have signed on to GMS and selected the appropriate solicitation. To do so, proceed to step 2.

Applicants who do not have a GMS user ID and have verified that their organization has never submitted an application in the GMS should select "New User? Register Here." To verify whether or not a user ID has been assigned to your organization, please call the GMS helpdesk (1-888-549-9901 option # 3). After providing all the required information, click "Create Account" at the bottom of the page. Keep in mind that punctuation can not be used when providing the required information (only characters). Applicants should be sure to note their user ID and password, which are both case sensitive.

Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. An application will not be considered complete until a valid DUNS number is provided by the applicant. Applicants can receive a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-800-333-0505.

### **Step 2: Registering on GMS/Selecting the Program**

After you have logged onto the system using your user ID and password, click on "Funding Opportunities."

Select the "Office on Violence Against Women" from the drop-down list and click "Search." This will narrow the list of solicitations within the Office of Justice Programs to those in OVW.

From the list of OVW grants, find "STOP Violence Against Indian Women Discretionary Grant Program" and click "Apply Online."

Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking "Continue."

### **Step 3: Completing the Overview Information**

Once you have selected the solicitation, you have completed your registration. You can either complete the application or log off and continue this process at a later time. To verify that you have registered, click the "GMS home" button located on the left side towards the bottom of the page. This will take you to your homepage. You should now see a grey and yellow shaded box with an application number in it. The application number is verification of your registration.

To continue, select the type of application by choosing "Application Non-Construction" in the "Type of Submission" section.

Select "New" in the drop-down box for "Type of Application."

If your state has a review and comment process under Executive Order 12372 (available online at <http://policy.fws.gov/library/rgeo12372.pdf>), then select either "Yes" and the date you made this application available under that review or "N/A" because this program has not been selected by your state for such a review. If your state does not have such a process, then select "No. Program Not Covered by E.O. 12372."

Click "Save and Continue."

### **Step 4: Completing the Applicant Information**

Answer "Yes" or "No" to the question about whether or not your organization is delinquent on any federal debt.

The information you submitted during the registration process will appear on this page. Check this information for accuracy and relevance to your organization and make any needed changes.

Click "Save and Continue."

### **Step 5: Completing the Project Information**

Provide a title that is descriptive of your project.

List the geographic areas to be affected by the project.  
Enter start and end dates for the project that fall within the parameters described in the solicitation guidelines (e.g., 24 months).

Select all of the congressional districts that are affected by this application. To select multiple districts, hold down the CTRL key while making your selections.

Enter the amount of the grant for which your organization is applying on the federal line under the "Estimated Funding" section. When inputting this number, **do not** use commas. The system will not accept the information if commas are used.



Click “Save and Continue.”

### **Step 6: Uploading Attachments**

You will be asked to upload three attachments to the online application system. Please note that files attached to applications submitted online in GMS must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or text documents (.txt). (See Application Content for detailed instructions about the information to include in each attachment.)

- Budget Detail Worksheet (Attachment #1).
- Program Narrative (Attachment #2).
- Other Program Attachments (Attachment #3).

To upload these documents, click “Attach.” A new window will open. To continue, click “Browse” and find the file on your computer or the network drive from which you wish to upload, then click on “Upload Your Document.” A window that says “File Upload Successful” should pop up. Next to the upload list, the notation should change to “Attachment OK.” Repeat these steps for all three uploads. Even if your application only has two attachments, you will need to upload a third attachment (e.g. a document saved as “blank attachment”) for GMS to accept your application.

*Please note: Depending on the size of the attachment and/or your computer connection, this process can take several hours. The system will shut down promptly at the deadline. Any incomplete application will not be accepted and no exceptions will be granted. Please plan accordingly.*

If you encounter any difficulties uploading your file, click on “Tips for Successful Upload.” This document will explain the usual problems with uploading files and will help you through them.

Click “Save and Continue.”

### **Step 7: Completing the Assurances and Certifications**

You will need to accept both the assurances document and the certifications document. To do so, click on the links marked “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.”

Read both documents. At the bottom of each one, click the “Accept” button.

When you have accepted both documents, enter the correct personal information for the person submitting the application.

Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurance and certifications.

Click “Save and Continue.”

### **Step 8: Reviewing the SF-424**

By answering the questions contained in GMS, you have completed the Standard Form 424 and forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.

If you need to make changes to any portion of the application, simply click that section along the left side of the screen and be sure to click “Save and Continue” after making any changes.

When you are sure that the information is accurate, click “Continue.”

### **Step 9: Submitting the Application**

A list of application components will appear on the screen. It should say “Complete” before each component. If it says “Incomplete” then click on the word and it will take you back to the section that needs to be completed. At the top of that screen, it will explain what is missing.

In addition, read below the list of components for any language telling you that your user ID has not been approved. Even if you have a complete application, you will be unable to submit it until OVW has approved your user ID. OVW will approve your user ID within 5 business days after you begin your application.

Documents that cannot be submitted electronically through GMS (e.g. MOU, and letter of non-supplanting) must be faxed to 202 354-4147. You must include your GMS application number and the Program title of the OVW program to which you are applying on all materials submitted by fax.

Note: If the applicant notifies OVW in advance of the deadline of its inability to submit an application electronically and demonstrates that it has made reasonable efforts to comply with the requirement to submit its application electronically, OVW may, at its discretion, allow submission of the application in a paper version via overnight express only. (General mail delivery is still delayed by heightened security screenings in the D.C. area.) The applicant must continue its efforts to submit an application electronically. An application approved for submission in hard copy/paper version will be accepted only if it is postmarked no later than the date of the application deadline and is sent to the address listed in the “How to Apply” section.

**APPENDIX E**  
**FY 2004 STOP Violence Against Indian Women**  
**Application Checklist**

<b>FY 2004 STOP Violence Against Indian Women Application Checklist</b>
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A completed application will include items submitted on the Internet through the Office of Justice Programs (OJP's) Grants Management System (GMS), as well as items faxed and mailed to the Office on Violence Against Women (OVW). Please use this checklist to ensure that your application is complete.

**Step One: Submit application in GMS.**

The SF-424 should be completed online in GMS, and the Certifications and Assurances should be reviewed and accepted online as well. The Project Narrative, Budget Narrative, and Budget Detail Worksheet should all be submitted as attachments in GMS.

- ☐ Application for Federal Assistance (SF-424)
- ☐ Certifications/Assurances
- ☐ Project Narrative
- ☐ Budget Narrative and Budget Detail Worksheet
- ☐ Other supporting documentation, including position descriptions and resumes for each staff person supported by the grant

**Step Two: Fax Supporting Documentation.**

These documents are not included in GMS and must be faxed to OVW as part of your application. Documents must be faxed to: 202/354-4147. Please include the GMS Application number on the fax cover sheet as well as on each page of the fax.

- ☐ Memorandum of Understanding
- ☐ At least one letter of support from a non-profit nongovernmental victim services agency, **OR** a letter from advisory committee in the community to be served
- ☐ Proof of Compliance with Statutory Requirements Letter
- ☐ Certification of nonsupplanting
- ☐ **Consortium only:** Tribal resolutions from member tribes
- ☐ Copy of current Federally-approved Indirect Cost Rate Agreement

**Step Three: Mail one complete hard copy to the following address:**

STOP Violence Against Indian Women Grant Program  
Aspen Systems Corporation  
Mail Stop 2K

2277 Research Boulevard  
Rockville, MD 20850